

Registering a Fictitious Name

(Commonly referred to as a “Doing Business As” or “DBA”)

A step-by-step guide to using the Secretary of
State’s Online Business Filing System



BUSINESS SERVICES
MISSOURI
SECRETARY
OF STATE

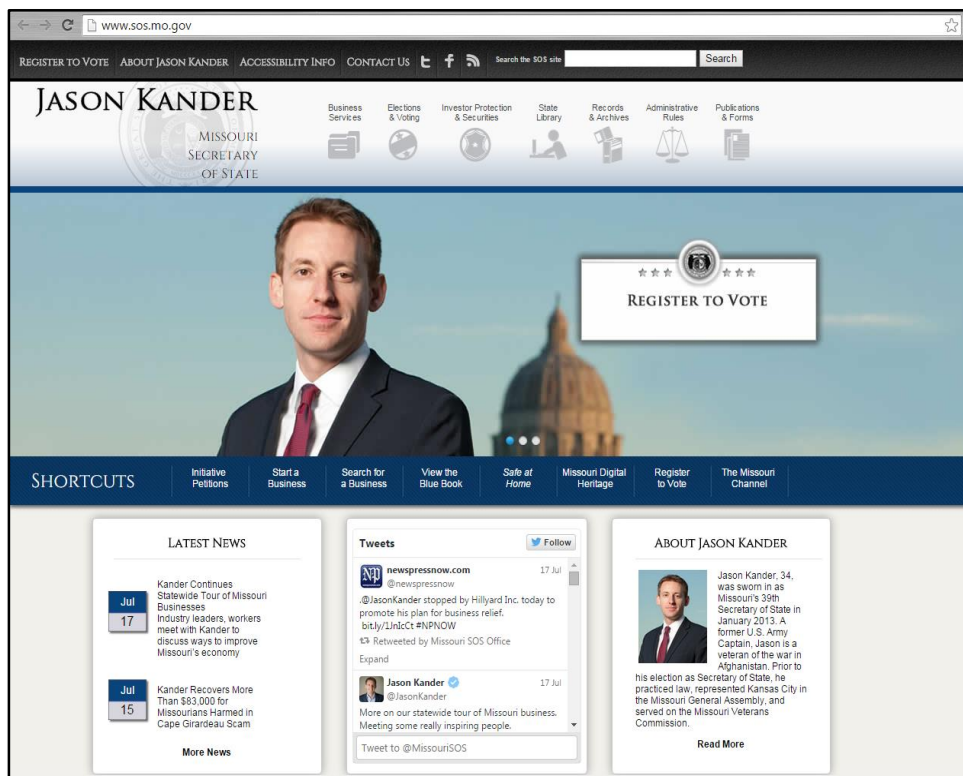


This guide is designed to help individuals navigate the Missouri Secretary of State's online business filing system ([Online Business Portal](#)) to file a fictitious name registration. Please view our [FAQ page](#) for further information about fictitious names.

Please consult an attorney and accountant before filing with our office. Choosing the proper business entity for you and your business is an extremely important decision that must be tailored to every person's unique needs and circumstances. This guide does not provide tax or legal advice. It is only designed to navigate the Missouri Secretary of State's online filing system.

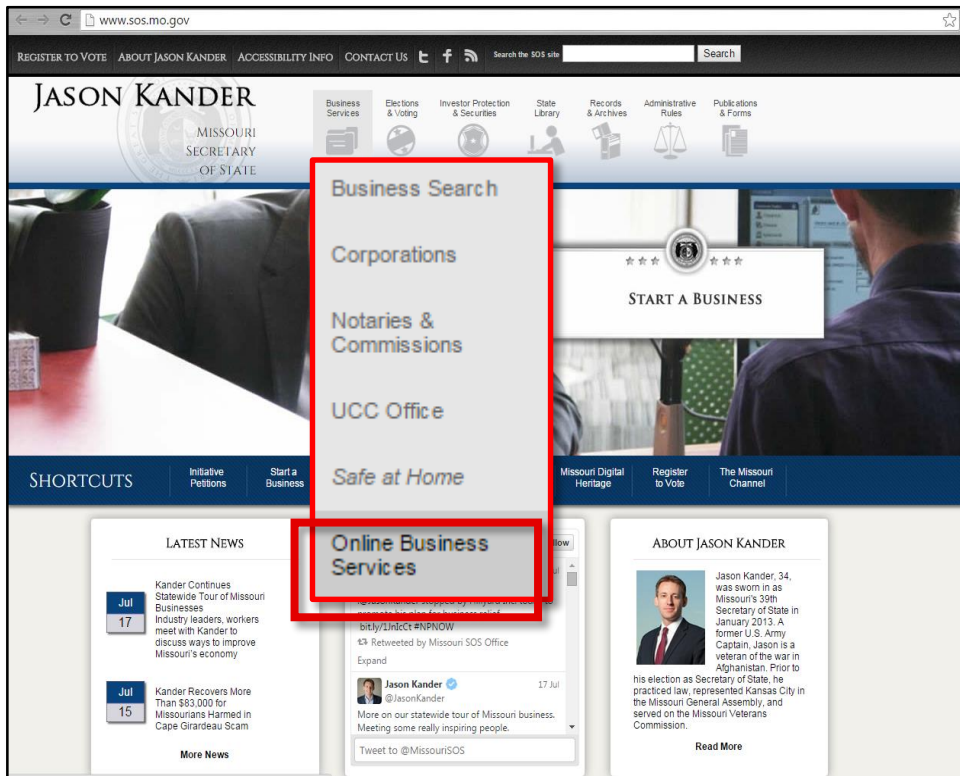
Please give us a call at 1-866-223-6535 or email us at corporations@sos.mo.gov if you have any questions about the registration process.

Links to additional business resources are listed on the final page.



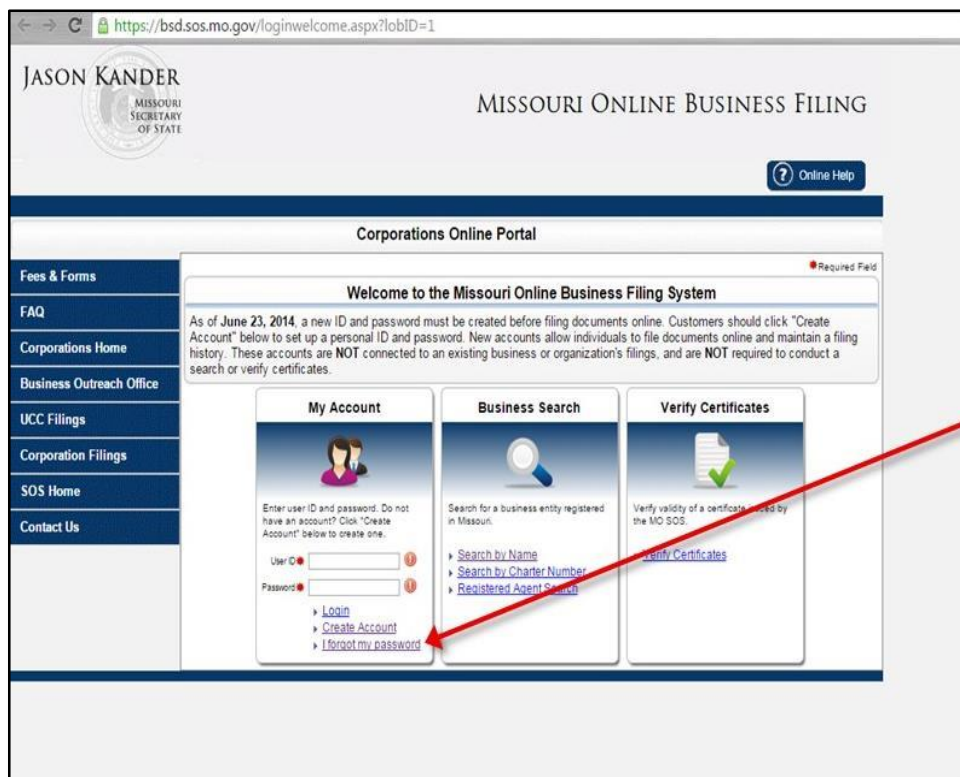
Step 1

Go to www.sos.mo.gov.



Step 2

At the top, under “Business Services,” mouse over and select the last option in the drop down menu titled, “**Online Business Services**”.



Step 3

Log into the online system. Each user must create an individual account. These accounts are unique and are separate from information associated with a business entity. If you already have an account and know your username and password, type them into the appropriate fields and click “**Login**”.

- If you do not remember your password, select “**I forgot my password**” and a temporary password will be emailed to you.
- If you do not remember your username, you will need to call our office for assistance at 1-866-223-6535 or create a new account.
- If you do not have an account, click “**Create Account**” to get started.

MY ACCOUNT [Online Help](#)

Create an Online Account

Select a unique User ID and Password. The secretary of state's office recommends you not share your password with others, keep it in a secure location, and change it regularly.

User ID

Password Policy? Confirm Password

Security Question

Security Answer

Enter your name and address.

☒ Individual ☐ Organization

Last Name First Name Middle Name

Country USA

Address Line 1 Address Line 2

City State MO County Postal Code

Phone Country Code

Email Address Confirm Email Address

The State of Missouri makes no guarantees as to the accuracy of the information accessed, the timeliness of the delivery of transactions, and makes no warranties, expressed or implied. The Secretary of State's office, including its divisions, officers, and employees, will not be responsible or liable for any loss, consequence, or damage resulting directly from reliance on the accuracy, reliability, or timeliness of the information. The burden of responsibility remains with the filer to properly provide accurate, detailed and factual information. Any person or entity that relies on information obtained from this web site does so at the person's or entity's own risk. The user assumes the risk of verifying any materials used or relied on.

The account holder accepts responsibility for the online account established with the Secretary of State and agrees that the use of the online services will be performed in a professional manner. Further the account holder agrees that the information retrieved from Secretary of State databases will be used only in the course of normal

☐ **I Agree to the Terms and Conditions stated above.**

CREATE ACCOUNT **CANCEL**

Step 3 (cont.)

Enter all the appropriate information into the boxes provided.

Check the box stating *"I agree to the Terms and Conditions stated above"* and click **"Create Account"**.

JASON KANDER
MISSOURI SECRETARY OF STATE

MISSOURI ONLINE BUSINESS FILING

MY ACCOUNT **HOME** **SEARCH** [Shopping Cart](#) [Online Help](#)

Welcome, Business Services Division [Log Out](#)

CORPORATIONS DIVISION

LLC Filings	Nonprofit Filings	Other Business Entities (Corps, LLP, etc.)	Additional Filings
Create LLC Amend/Correct LLC Change Reg. Agent/Address All Other LLC Filings	Create Non-Profit Corp. Amend/Correct Change Reg. Agent/Address File Print Registration Report All Other Non-Profit Filings	Create a Business Entity Amend/Correct/Dissolve Change Reg. Agent/Address File Print Registration Report All Other Business Filings	Request Reinstatement File a Merger File a Consolidation File a Pre-Clearance Submit a Service of Process Renew Name Reservation
Fictitious Names Register Fictitious Name Renew Fictitious Name Correct Fictitious Name Cancel Fictitious Name	Registration Reports Annual Report Renewal Report Registration Report	Certificates & Copies Order Good Standing Order Certified Copies Verify Certificates Check My Orders	My Account & Filing History Correct a Rejected Filing In Progress Filings Filing History Payments and Billing Update Account Update Password

Step 4

After you have successfully logged in, you will be directed to the filing "Home" tab. Locate the box titled "Fictitious Names" and click the first option: **"Register Fictitious Name"**.

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Welcome, Jon Barry Log Out

BUSINESS NAME TO BE REGISTERED

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BUSINESS NAME TO BE REGISTERED *Required Field

FICTITIOUS NAME	ADDRESS	OWNERS	REVIEW FILING	SIGNATURE(S)	SHOPPING CART
<p>This information is for the use of the public and gives no protection to the name being registered. There is no provision in this Chapter to keep another person or business entity from adopting and using the same name. The fictitious name registration expires 5 years from the filing date. (Chapter 417, RSMo) A fictitious registration cannot be filed electronically if any of the following (with or without punctuation) is in the business name: Bank, Banking Trust, Trust Company, Trust Co, Trust Comp, Insurance Company, Insurance Co, Insurance Comp. If you want to use one of these designations in the name, you must submit a paper filing to the Secretary of State's Office, where the name may be reviewed.</p>					
<p>The undersigned is doing business under the following name:</p> <p>Name * <input type="text" value="ABC Manufacturing"/></p>					
PREVIOUS: NEW FILING		NEXT: ADDRESS			

Step 5

Type the name you would like to register in the "Name" field.

Carefully read the information highlighted in the yellow box. Take special note of the following regarding the registration of fictitious names:

- The registration of a fictitious name gives no protection to the name being registered.
- There is no provision to keep another person or business entity from adopting and using the name.
- The fictitious name expires 5 years from the filing date

Click **"ADDRESS"** to continue.

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ADDRESS

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ADDRESS *Required Field

FICTITIOUS NAME	ADDRESS	OWNERS	REVIEW FILING	SIGNATURE(S)	SHOPPING CART
<p>A business address must be listed to include street and number, city, state and zip code; post office box alone may not be used as a complete street address. PO box address information must be entered in business address line 2 field (PO box cannot be entered in line one and is optional in line 2); if a PO box is listed in line 2, the zip code should match the PO box. The undersigned is doing business at the following address:</p>					
<p>Country * <input type="text" value="USA"/></p> <p>PO Box is not acceptable as the first line of the address.</p> <p>Address Line 1 * <input type="text"/></p> <p>Address Line 2 <input type="text"/></p> <p>City * <input type="text"/></p> <p>Address Line 3 <input type="text"/></p> <p>State * <input type="text" value="MO"/></p> <p>Zip * <input type="text"/> <input type="text"/></p>					
PREVIOUS: FICTITIOUS NAME		NEXT: OWNERS			

Step 6

Enter the business address following the instructions provided.

NOTE: A post office box (PO Box) may not be used as a complete street address. The business address must include a street and number, city, state, and zip code.

Click **"OWNERS"** to move to the next step.

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OWNER(S)

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ADD OWNER

Enter the owner information and click Save.
If the fictitious name contains a designation, all owners must be the same business entity type.

If one of the owners is a business entity, an individual name cannot be entered as an owner. An owner designated as a business entity must be one of the following business entities and their status must be either good standing, active, or fictitious active: bank, benevolent, bridge, close corporation, credit union, farmers mutual insurance, fictitious registration, general assembly, general business, industrial development, insurance company, limited liability company, limited liability partnership, limited partnership, limited liability limited partnership, non-stock corporation, nonprofit corporation, professional corporation, public district, railroad, redevelopment, rural electric, savings & loan, stock coop corp, telephone, trust.
Please note: All owners must be listed. If all owners are jointly and severally liable, the ownership percentages are not required. If you enter the ownership percentages, each owner must have a percentage entered and the total ownership percentage must equal 100%.

☒ Owner is Individual ☐ Owner is Organization % Ownership 50

First Name * John Middle Name Last Name * Smith Suffix

Country * USA

PO Box is not acceptable as the first line of the address.

Address Line 1 * 123 Main Street Address Line 3

Address Line 2

City * Jefferson City State * MO Zip * 65101

SAVE OWNER **CANCEL OWNER**

Fictitious Name Owner(s)

Actions	Type	Name	Address	Percentage Ownership	Since	To	Status
No records to display.							

Total % Ownership 0

Step 7

Enter the information for all owners of the business.

Carefully read the instructions about owners and ownership highlighted in the yellow box.

Once the first owner has been entered, click **"SAVE OWNER"**

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OWNER(S)

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ADD OWNER

Enter the owner information and click Save.
If the fictitious name contains a designation, all owners must be the same business entity type.

If one of the owners is a business entity, an individual name cannot be entered as an owner. An owner designated as a business entity must be one of the following business entities and their status must be either good standing, active, or fictitious active: bank, benevolent, bridge, close corporation, credit union, farmers mutual insurance, fictitious registration, general assembly, general business, industrial development, insurance company, limited liability company, limited liability partnership, limited partnership, limited liability limited partnership, non-stock corporation, nonprofit corporation, professional corporation, public district, railroad, redevelopment, rural electric, savings & loan, stock coop corp, telephone, trust.
Please note: All owners must be listed. If all owners are jointly and severally liable, the ownership percentages are not required. If you enter the ownership percentages, each owner must have a percentage entered and the total ownership percentage must equal 100%.

ADD OWNER

Fictitious Name Owner(s)

Actions	Type	Name	Address	% Ownership	Since	To	Status
Update Delete	Individual	Smith, John	123 Main Street Jefferson City, MO 65101	50.00%			Active (Pending)

Total % Ownership 50

PREVIOUS: ADDRESS **NEXT: REVIEW FILING**

Step 8

If there are additional owners, click **"ADD OWNER"**. If there is only one owner click **"REVIEW FILING"** to continue to the next step.

NOTE: The total ownership percentage must equal 100% to continue.

FICTITIOUS NAME ADDRESS OWNERS REVIEW FILING SIGNATURE(S) SHOPPING CART

Review the filing information carefully. You may edit any information prior to proceeding to the signature page. Please note that you must check the acknowledgement box before moving to the next page.

PREVIOUS: OWNERS **SAVE FILING** **NEXT: SIGNATURE(S)**

[Update](#) **Filer Acknowledgement Information**

Filer Name **Barry, Jon** Contact **Barry, Jon**
 Filer Address **600 West Main Street** Phone **01(573) 522-1338**
 Jefferson City, MO 65101

[Update](#) **BUSINESS NAME TO BE REGISTERED**

Name **ABC Manufacturing**

[Update](#) **ADDRESS**

Country **USA**
 Address Line 1 **123 Main Street**
 Address Line 2 **Jefferson City** Address Line 3 **State MO** Zip **65101**

[Update](#) **OWNER(S)**

Type	Name	Address	Percentage Ownership	Since	To	Status
Individual	Smith, John	123 Main Street Jefferson City, MO 65101	50.00%			Active (Pending)
Individual	Smith, Jane	123 Main Street Jefferson City, MO 65101	50.00%			Active (Pending)

Total % Ownership **100**

☒ **I acknowledge that the information provided above is true and correct.**

PREVIOUS: OWNERS **SAVE FILING** **NEXT: SIGNATURE(S)**

Step 9

Review the information. If any changes are needed, click the “Update” button to the left of the section.

Click “**SAVE FILING**” to save the filing for completion at a later time.

To continue to the next step, check the box indicating “*I acknowledge that the information provided above is true and correct*” then click “**SIGNATURE(S)**”.

JASON KANDER
MISSOURI SECRETARY OF STATE

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SIGNATURE(S)

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Section 575.060 RSMo

ADD SIGNER

Signers

Actions	Name	Type
No records to display.		

☐ The undersigned understands that false statements made in this filing are subject to the penalties of a false declaration under Section 575.060 RSMo.

PREVIOUS: REVIEW FILING **NEXT: SHOPPING CART**

Step 10

All owners must sign the registration.

To add a signature, click “**ADD SIGNER**”.

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SIGNATURE(S)

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Section 575.060 RSMo

All owners must affirm by signing below.

Add Signer

☒ Individual ☐ Organization

First Name * John Middle Name Last Name * Smith Suffix

SAVE CANCEL

Signers

Actions	Name	Type
No records to display.		

☐ The undersigned understands that false statements made in this filing are subject to the penalties of a false declaration under Section 575.060 RSMo.

Step 11

Add the signer. Indicate whether the signer is an individual or an organization by ticking the corresponding circle.

Click **"SAVE"** to move to the next step.

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SIGNATURE(S)

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Section 575.060 RSMo

All owners must affirm by signing below.

ADD SIGNER

Signers

Actions	Name	Type
Update	John Smith	Owners
Delete		
Update	Jane Smith	Owners

☒ The undersigned understands that false statements made in this filing are subject to the penalties of a false declaration under Section 575.060 RSMo.

PREVIOUS: REVIEW FILING **NEXT: SHOPPING CART**

Step 12

Repeat **Step 11** for each signer. Once all signers have been added, affirm the signatures by checking the box stating *"The undersigned understands that false statements made in this filing are subject to the penalties of a false declaration under section 575.060 RSMo"*.

Click **"SHOPPING CART"** to continue.

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Shopping Cart

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SHOPPING CART PAYMENT CORRESPONDENCE

ADD ANOTHER FILING ORDER COPIES/CERTIFICATES

Shopping Cart

Actions	Priority	Item / Type	Filing Name	Quantity	Fee/Amount	Total Due
Modify Remove from Cart Delete	1	Application for Fictitious Name Registration	Fictitious Name Registration (D)	1	\$7.00	\$7.00
Total Items 1					Total Due:	\$7.00 plus convenience fee*

A small convenience fee will be calculated once a payment method is selected. Convenience fees are not assessed, collected or retained by the state. You may read more about how convenience fees are calculated [here](#).

NEXT: PAYMENT

Step 13

Review the shopping cart. The fictitious name registration fee will be automatically added to the cart.

The fee is \$7.00 plus a [convenience fee](#).

To add another filing, click **“ADD ANOTHER FILING.”**

To order copies/certificates, click **“ORDER COPIES/CERTIFICATES.”**

Click **“PAYMENT”** to continue the transaction.

MISSOURI ONLINE BUSINESS FILING

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Payment Information

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SHOPPING CART PAYMENT CORRESPONDENCE

Your payment total will be calculated once a payment method is selected. Convenience fees are not assessed, collected or retained by the state. You may read more about how convenience fees are calculated [here](#).

Shopping Cart (1 - Items)

Select Payment Method *

Subtotal \$
Convenience Fee \$
Total \$7.00

The Missouri Secretary of State's Office accepts online payments using a credit card or E-Check (Electronic Bank Draft). E-Check is an easy and secure method that allows you to pay your filing fees or other fees or charges by bank draft.

- Electronic Bank Draft (E-Check) - You will need your routing number, checking account number, and your next check number.
- Debit & Credit Card - The Secretary of State's Office accepts MasterCard, Discover, Visa, and American Express. Debit cards are accepted and processed as credit cards.

NOTE: By accessing this filing and payment system, the user will be leaving Missouri's website and connecting to the website of Collector Solutions, Inc. The website of Collector Solutions, Inc., is a secure and confidential website.

☐ I Agree to the Terms and Conditions stated above.

PREVIOUS: SHOPPING CART

NEXT: SUBMIT PAYMENT

Step 14

Select a payment method from the drop down menu.

- The options are Credit Card or Electronic Check.
- If you'd like to pay through ACH, please contact our office at: **1-866-223-6535** or corporations@sos.mo.gov.

The [convenience fees](#) for this transaction are:

- Credit Card: \$1.25
- Electronic Check: \$0.50

SHOPPING CART **PAYMENT** **CORRESPONDENCE**

Your payment total will be calculated once a payment method is selected. Convenience fees are not assessed, collected or retained by the state. You may read more about how convenience fees are calculated [here](#).

Shopping Cart (1 - Items)

Select Payment Method * Credit Card

Credit Card Information

Card Type * Visa

Credit Card Number * 4***** CVV * 123 [What is this?](#) Expiration * 01 - Jan 2017

Name on Card * John Smith

Billing Address

Country * USA

Street Address * 123 Main Street

City * Jefferson City State * MO Postal Code * 65101

Phone * (573) 751-4936

Subtotal **\$7.00**
Convenience Fee **\$1.25**
Total **\$8.25**

The Missouri Secretary of State's Office accepts online payments using a credit card or E-Check (Electronic Bank Draft). E-Check is an easy and secure method that allows you to pay your filing fees or other fees or charges by bank draft.

- Electronic Bank Draft (E-Check) - You will need your routing number, checking account number, and your next check number.
- Debit & Credit Card - The Secretary of State's Office accepts MasterCard, Discover, Visa, and American Express. Debit cards are accepted and processed as credit cards.

☒ **I Agree to the Terms and Conditions stated above.**

[PREVIOUS: SHOPPING CART](#) [NEXT: SUBMIT PAYMENT](#)

Step 15

Complete the payment information.

Click the box stating *"I Agree to the terms and conditions stated above"*.

Click **"SUBMIT PAYMENT"** to continue.

JASON KANDER
MISSOURI SECRETARY OF STATE

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Welcome, Jonathan Barry [Log Out](#)

ORDER SUMMARY

[VIEW/PRINT ORDER SUMMARY](#)

Filer: Barry, Jonathan
600 West Main St
Jefferson City, 65101 (United States)

Amount Paid \$8.25
Payment Method Credit Card
Payment Authorization Y871011Y

[Get ADOBE® READER®](#)

Order Items

Actions	Queue Item No	Description	Regarding Entity	Fee	Status
View Details	ORI-03022016-0001	Application for Fictitious Name Registration	ABC Manufacturing	\$7.00	Accepted
		Convenience Fee		\$1.25	

Convenience fees are not assessed, collected or retained by the state.

[Fees & Forms](#) [FAQ](#) [Corporations Home](#) [Business Outreach Office](#) [UCC Filings](#) [Corporation Filings](#) [SOS Home](#) [Contact Us](#)

Step 16 (optional)

After you submit your payment, click **"VIEW/PRINT ORDER SUMMARY"** to view a printable pdf of your order summary.

JASON KANDER
MISSOURI SECRETARY OF STATE

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pub-bsd-web1-ua/Common/CorrespondenceItemViewHandler.ashx?OrderID=10444459&isTIFF=false

Jason Kander
Secretary of State
State of Missouri

ORDER SUMMARY
March 02, 2016

Order No: 10098105 Order Date: 03/02/2016 02:48 PM

Primary Filer: JONATHAN BARRY
600 WEST MAIN ST
JEFFERSON CITY MO 65101

TOTAL DUE: \$0.00

Product Description	Ship Via	Qty	Pgs	Unit	Extended	Amt Due
Fictitious Name Registration	Email	1	0	\$7.00	\$7.00	\$0.00

Regarding Entity: ABC MAnufacturing
Item No: ORI-03022016-0001

Convenience Fee				\$1.25	\$1.25	\$0.00
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Step 16 (a) (optional)

Clicking “VIEW/PRINT ORDER SUMMARY” will produce a .PDF pop-up window.

You may save or print this document for your records.

You can always return to the Online Business Portal at a later time to re-view your past filings.

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Welcome, Lesley Lueckenotte [Log Out](#)

CORPORATIONS DIVISION

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Create LLC Amend/Correct LLC Change Reg. Agent/Address All Other LLC Filings	Create Non-Profit Corp. Amend/Correct Change Reg. Agent/Address File/Print Registration Report All Other Non-Profit Filings	Create Amend Change File/Print All Other	Filing History Payments and Billing Update Account Update Password

My Account & Filing History

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Step 17 (optional)

If in the future if you need to print or view filed documents, you may do so by going to the “My Account & Filing History” box from the home page and clicking “Filing History”.

Additional Reporting Requirements

What are the other reporting requirements for fictitious names?

Fictitious names expire and must be renewed every 5 years.

Please give us a call at 1-866-223-6535 or email us at corporations@sos.mo.gov if you have any questions about the registration process.

Resources for Entrepreneurs and Business Owners

Below are just a few links to the resources available to you when starting and growing a business in Missouri. Take some time to review these sites and take advantage of the many opportunities available to you.



www.ded.mo.gov

The Missouri Department of Economic Development has numerous resources for new and existing businesses. You can find a comprehensive list of all state business assistance programs and incentives at <https://ded.mo.gov/businesses/BusinessAssistance.aspx>



www.business.mo.gov

The Missouri Business Portal offers many resources to help businesses of all sizes and in all industries start, grow and manage their businesses. You can find educational resources about entrepreneurship to listings of hundreds of available shovel-ready sites and development properties.



www.mosourcelink.com

Focused on helping businesses and nonprofits in the startup and growth phases of their life cycle, MOSourceLink brings together resources from across the state. You can find information about how to evaluate your business idea: <http://www.mosourcelink.com/startup/evaluate-your-idea> and help finding free business counselors in your area using *TheResourceNavigator*: <http://www.mosourcelink.com/startup/meet-with-a-counselor>, <http://www.mosourcelink.com/resources/find-a-resource>

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www.sos.mo.gov/business